

I S S U A N C E T R A N S M I T T A L  
S H E E T

N A S A  
National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

Issuance Number:    MMI 1440.5G	Date:
	February 7, 1995

Material Transmitted:

1. Management Instruction, MMI 1440.5G, subject: "MSFC Emergency Vital Records Program"
2. This Instruction has been revised to:
  - a. Update/verify location of vital records as contained in the Attachment; and
  - b. Incorporate minor organizational changes and editorial improvements.

-----  
Filing Instructions:

Remove MMI 1440.5F and changes thereto and replace with MMI 1440.5G.

MSFC-Form 1376 (Rev. July 1979)

M A N A G E M E N T  
I N S T R U C T I O N

N A S A  
National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

Originating Organization:	Effective Date:	MMI:
CN01	February 7, 1995	1440.5G

Subject: MSFC EMERGENCY VITAL RECORDS PROGRAM

1. PURPOSE

This Instruction sets forth responsibilities, policy, and procedures for the selection, maintenance, and protection of vital records.

2. APPLICABILITY

This Instruction is applicable to all Center organizational elements.

3. AUTHORITIES (Only applicable parts of the most recent edition apply.)

- a. NMI 1040.3, subject: "NASA Emergency Preparedness Program"
- b. NMI 1440.5, subject: "NASA Vital Records Program"
- c. MMI 1440.2, subject: "Records Management Program"

4. DEFINITIONS

Vital Records: "One of a kind" records that are essential to survival or reconstruction of Center facilities or to enable uninterrupted operation during an emergency. Vital records may be categorized as:

- a. Emergency Operating Records: Records vital to carrying out the essential functions of MSFC and NASA for the duration of a national emergency. These include records such as those covering the mobilization and protection of material and personnel resources in support of the military effort; the continuation of essential services; and the preservation of critical scientific research and development and technological systems; and

- b. Rights and Interest Records: Records essential to the preservation of the legal rights and interest of individuals in cases where MSFC is the statutory office of record, or where NASA records are the indispensable and exclusive source from which individuals may secure or preserve their rights and interests. These records include such groups as personnel retirement records, payroll records, insurance records, valuable research records and ideas, and potentially patentable materials submitted to MSFC by citizens.

\* 5. POLICY

The possibility that the Center may be involved in a disaster requires that a program be implemented and constantly updated for the identification, selection, and preservation of MSFC's vital records. To accomplish this, the directors/managers of basic organizations have been assigned the responsibility of identifying and selecting their vital records which will be stored as follows: Emergency Operating Records and most Rights and Interest Records which may be needed after the emergency will be stored in fallout shelters located in Center buildings.

6. RESPONSIBILITIES

- \* a. Chief, Technical Information and Services Branch, Resources and Operations Support Division, Management Operations Office, has overall responsibility for the operation of the vital records program as an element of the existing records management program of the Center.
- b. Director, Facilities Office is responsible for designating and securing in shelters those vital records required by the Emergency Operation Center (EOC) personnel during the "in shelter" phase of an emergency.
- c. Directors/Managers of Basic Organizations are responsible for:
  - (1) Designating technically competent personnel as vital records managers who are responsible for identifying and designating vital records within their respective areas of responsibility; and
  - (2) Updating and submitting listings of vital records to the MSFC Records Management Officer, Technical Information and Services Branch, semi-annually on April 15 and October 15 of each year.

\*Changed by this revision

7. PROCEDURES

- a. Selection Criteria: The following must be considered in selecting records for inclusion in the vital records program:
  - (1) The impact of the total loss of the record on the ability of the activity to be reconstituted and to resume operations;
  - (2) Whether the document contains information that would not be available in other files outside of the laboratory or office that considers it vital (library, another building, documentation repository); and
  - (3) Whether there is a specific planned need for the record during or immediately following the emergency.
- b. Maintenance and Storage: Based upon the anticipated need, determine the form that the record must be in while in storage and where it must be stored to make it available to meet the anticipated need. This determination is essential since the time that the document will be needed will determine the form that it must be in while in storage. Computers, microfilm readers, and printers may not be immediately available during an emergency; therefore, "quick reaction" records should, in most cases, be in printed or hard copy form.
- c. Identification and Location of Vital Records: The Attachment to this instruction is a current listing of vital records based on input from basic organizations. Records which are considered vital and are not listed in the Attachment should be reported to the MSFC Records Management Officer.

8. CANCELLATION

MMI 1440.5F, dated February 4, 1988 and change thereto.

original signed by

G. P. Bridwell  
Director

Attachment:  
Identification and Location of  
Vital Records

Distribution  
SDL 2

February 7, 1995

MMI 1440.5G  
Attachment

IDENTIFICATION AND LOCATION  
OF VITAL RECORDS

Type Records	Organization Responsible for File Source	Present Location of File (Bldg # and Room #)
1. <u>General (Administration &amp; Management)</u>		
a. NASA-MSFC Personnel Regulations	CM41	*Building 4202 Room 116
b. Emergency Plans & Procedures	AB14	*Building 4202 Room B-104
c. Telephone Books (MSFC, Local Army, & Huntsville)	AI01	*Building 4207 Room B-4
d. List of maps & documents of MSFC real property	AB14	*Building 4250 Room 74
e. NEMS Control Backup Documentation	CN43	*Building 4471 Room A-108
f. Invention Disclosures	CC01	*Building 4200 Room 149
g. Administration of Contract Patent Clauses	CC01	*Building 4200 Room 149
2. <u>Budget and Fiscal</u>		
a. List of Authorized Financial Certifying Officials	BF41	*Building 4200 Room 610
b. Payroll Master Tabulation (Bi-weekly) ***	BF62	*Building 4200 Room 615
c. Cumulative Retirement Listing (Bi-Weekly) ***	BF62	*Building 4200 Room 615
d. Report by Contract Number (Monthly) ***	BF41	*Building 4200 Room 610

February 7, 1995

Type Records	Organization Responsible for File Source	Present Location of File (Bldg # and Room #)
e. Monthly Proof List of Travel Advances (SF 1038) ***	BF41	*Building 4200
3. <u>Personnel</u>		
a. Personnel Manuals and Policies	CM41	*Building 4202 Room 116
b. Personnel Service Records	CM31	*Building 4202 Room 103
c. Employee Insurance	CM31	*Building 4202 Room 103
d. Alphabetical by Employee & Summary by Laboratory/ Office	CO02	**Building 4202 Room 204A
4. <u>Industrial</u>		
a. Real Property Records	AB14	*Building 4250 Room 78
	SA39 MAF	Building 320 Room 238
5. <u>Security</u>		
a. Personnel Security Clearance Case Files	CN51	*Building 4200 Room 222
b. Identification Control Files (Non-NASA Personnel (Card File))	CN51	*Building 4312
c. Report of Investigation on Claims, Misconduct, or Fraud	CN51	*Building 4200 Room 222
d. Personnel Reliability and Limited Area Program Records	CN51	*Building 4200

February 7, 1995

MMI 1440.5G  
ATTACHMENT

Type Records	Organization Responsible for File Source	Present Location of File (Bldg # and Room #)
6. <u>Science &amp; Engineering</u>		
a. Science & Engineering Management Directives	EM34	*Building 4200 Room 730-J
b. R&D Engineering Drawings	CN22D	*Federal Records Center, East
c. Master PCIN Change Files	SA73	*Rockwell Facility 555 Discovery Drive Room 127A

\* This location will serve as Vital Records File.

\*\* One copy will be furnished to MSFC Records Management Officer for  
filing in Building 4639.

\*\*\* Records are stored electronically.